

US EPA ARCHIVE DOCUMENT

Questionnaire for Feedback on the Effectiveness of a Small Discussion Group Participant Assessment

Background

This questionnaire is designed to help Agency staff better understand what worked well and what improvements to consider implementing before holding future Small Discussion Groups. Once the data are summarized, Agency staff can assess whether goals for success were met, make modifications if necessary, and compare progress over time. Thanks in advance for taking time to fill out the questionnaire. We value your input!

Directions

Rate the following statements on a scale from 1-7 and occasionally write your own opinion to questions in the space provided. If you have no opinion, circle the number representing "Don't know." Please return your questionnaire to an EPA official before you leave.

Strongly disagree
Disagree
Somewhat disagree
Somewhat agree
Agree
Strongly agree
Don't know

Materials (i.e., agenda and background materials) provided prior to the session were:	1	2	3	4	5	6	7
a) clear	1	2	3	4	5	6	7
b) useful	1	2	3	4	5	6	7
Pre-session materials were delivered early enough to review before the session.	1	2	3	4	5	6	7
Session time was convenient.	1	2	3	4	5	6	7
Session <i>location</i> was convenient.	1	2	3	4	5	6	7
Session location was <i>comfortable</i> .	1	2	3	4	5	6	7
Session objectives were:							
a) clear	1	2	3	4	5	6	7
b) achieved	1	2	3	4	5	6	7

Strongly disagree
Disagree
Somewhat disagree
Somewhat agree
Agree
Strongly agree
Don't know

Facilitator ensured that:

- | | | | | | | | |
|---|---|---|---|---|---|---|---|
| a) the session ran smoothly | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| b) all participants had a chance to fully participate | 1 | 2 | 3 | 4 | 5 | 6 | 7 |

EPA staff (if different from or in addition to facilitator) provided:

- | | | | | | | | |
|--------------------------|---|---|---|---|---|---|---|
| a) knowledgeable support | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| b) courteous support | 1 | 2 | 3 | 4 | 5 | 6 | 7 |

Contractors (if different from or in addition to facilitator) provided:

- | | | | | | | | |
|--------------------------|---|---|---|---|---|---|---|
| a) knowledgeable support | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| b) courteous support | 1 | 2 | 3 | 4 | 5 | 6 | 7 |

The session was well organized.	1	2	3	4	5	6	7
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Session length was appropriate.	1	2	3	4	5	6	7
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Participation in session was worthwhile.	1	2	3	4	5	6	7
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Please suggest how EPA can improve its next small discussion group session: _____

Please indicate which group you represent:

- _____ neighborhood group
- _____ local non-profit organization (not including local neighborhood non-profit groups)
- _____ national environmental organization
- _____ business or industry or trade association
- _____ state or tribal or local government

_____ federal government
_____ other (please specify) _____
_____ no organizational affiliation (e.g., interested local resident)

**Please return your completed questionnaire to an EPA official before you leave.
Thank you for helping EPA improve its public involvement practices.**

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